

# FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

## MOM2MOM SALE 2013

### TABLE RENTAL AGREEMENT

TABLE RENTAL AGREEMENT IS NOT CONFIRMED UNTIL YOU PAY IN FULL  
Contact Michelle for more information: 810-584-1327 or mlsimon1978@gmail.com.

Dear Mom-to-Mom Resale Table Renter:

The following is basic information regarding how the sale will be run. Please keep this information for your records:

- 1.) **Date of the Sale** is April 20, 2013. Time of open sale is 9:00 a.m. to 1 p.m. There is an “Early Bird” special beginning at 8:30 a.m.
- 2.) You may only sell items that pertain to babies and children including clothing, toys, books, and accessories (equipment, feeding supplies, bedding etc.), or maternity clothing and birthing preparation items.
- 3.) **Retail Vendors**: If you would like to advertise a commercial business, you must rent your table as a retail vendor. All retail vendor products must be pre-approved by the sale organizer (Michelle, contact information above) prior to turning in your contract & money. We limit the number of retail vendors to 10% of the entire tables rented. First Congregational has the right to refuse any vendor that does not sell the appropriate merchandise as described in #2 of this agreement.
- 4.) **Large Item Area**: Items must be checked into the large item area by 8:00 am. There is a \$1 cost per large item. If you have large items, you will need to securely attach an index card or similar-sized sturdy tag to each item, with the following information printed largely on each:  
  
Table # \_\_\_\_\_ (leave blank to be filled in on sale date)  
Description \_\_\_\_\_ (fill this in, for example “Blue Graco stroller”)  
Price \$ \_\_\_\_\_ (fill in your price)  
  
• How we will moderate the large item area: Once a person decides to purchase a large item they will pay the area attendant and recorded on the master sales lists. You will then need to collect your money from sale of large items after the event has finished at 1 p.m.
- 5.) **Table Setup Times** are the following: Friday, March 15 from 6:00 p.m.-9:00 p.m. and Saturday, March 16 beginning at 7:00 a.m. You must check in before proceeding to your table for set-up. The check-in location will be at the main entrance to the building. At check-in, you will receive your table number, and the approximate location of your table.
- 6.) You will be responsible for transporting your items into the sale. We do not have carts or dollies available for use on the day of the sale. You will also be responsible for cleaning your area after the sale. You are required to leave your table area in the same condition that you found it in.
- 7.) You must arrive at the sale prior to the sale start time of 9:00 a.m. No refunds will be given for no-shows. From approximately 8:30 a.m. to 8:55 a.m., table renters will be allowed to pre-shop at each others’ tables. After that, table renters are supposed to be at their table to sell their items to the outside shoppers.
- 8.) Table renters are expected to provide their own change and their own bags. First Congregational United Church of Christ will not provide these items. Renters are also expected to act as their own security

for items that they bring to sell. We will not be responsible if items or money are stolen from a renter/seller.

9.) You will be provided a table to sell your items from. You must keep your items in the area assigned to you and not have items protruding out into the walkways where they may cause someone to fall or trip. Renter will be provided with one eight (8) foot table. Your space will be approximately four (4) feet deep including the table. Only two sellers allowed per table rental.

10.) If rack space is requested, you will be provided with an additional three (3) feet of space to one side to allow for a rack. You will be charged \$3 per rack; however you must provide your own rack.

11.) If you bring children with you to the sale, you are responsible for their supervision. No childcare will be provided.

12.) You are responsible for pricing and tagging your own items, and arranging them in an attractive and orderly manner. This will help you sell your items.

13.) Renters are expected to stay until 1 p.m. By signing this contract, you agree that you will not begin to pack up your table before the sale ends at 1 p.m. Please do not rent a table if you are not able to commit to having your table set up for the entire time slot. Many shoppers attend numerous sales in a day, and may not arrive until the very end. You are obligated to keep your table "open for business" during the entire time of the sale.

14.) You may not move to a different table at any time during the sale. You may not set up your items on any table other than your assigned table, even if a renter fails to show.

15) NO REFUNDS will be given within two (2) weeks of the sale date. Prior to that time, if you need to cancel, we will refund your rental fee ONLY if we are able to re-book your table before the date of the sale.

16.) After the sale you will have the opportunity to donate any unsold items to *The Answer Center for Women* based here in the Flint area. Representatives will be arriving at 1:30 p.m. to collect all donations and will be able to provide you with a tax receipt form. This is an individual decision. There is absolutely NO pressure to donate your items. If you have any questions, just let us know.

17.) E-mail will be the primary means for communicating information about this sale.

• **All payments and signed agreements must be received by April 17, 2013.**  
**(If payment is after this date, cash only and paid in person) NO REFUNDS**

Make check payable to: First Congregational UCC

\*\*\*\* *with Mom2Mom Sale in the Memo line* \*\*\*\*

Please send payments to:  
First Congregational UCC  
Attn: Mom 2 Mom Sale  
6494 Belsay Road  
Grand Blanc, MI 48439

**SEE NEXT PAGE FOR RENTER INFO FORM TO BE SUBMITTED WITH TOTAL  
AMOUNT DUE**

**SUBMIT THIS PAGE WITH YOUR PAYMENT**

**PLEASE PRINT CLEARLY:**

**RENTER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

If you are a pre-approved **RETAIL VENDOR**, please print your company name & describe your products: \_\_\_\_\_

**TABLE COST**

**One eight (8) foot table=\$20**

**Rack Space=\$3**

**Large Item=\$1**

Number of Table(s) to rent \_\_\_\_\_ x \$20 = \$ \_\_\_\_\_

I will be bringing ONE rack for a fee of \$3 (Yes/No) = \$ \_\_\_\_\_

Number of Large Item(s) \_\_\_\_\_ x \$1 = \$ \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_ by March 13, 2013 (Sale held March 16)

- If you have not received an email confirmation or phone confirmation within one week of submitting your contract, please contact Michelle at (810) 584-1327.

**LARGE ITEM INFORMATION**

Knowing how many large items prior to the day of the sale will help us to be more prepared at check in time and for allowing the appropriate space in our facility. If you know the large items that you will be bringing to the sale, please list on back with the following information: product description (example: Blue Graco stroller) and price. If needed, you may bring large items in the day of the sale along with \$1 per item.

**By signing my name I acknowledge that I have read the Mom2Mom Sale TABLE RENTAL AGREEMENT and agree with all of the rules and regulations.**

**All payments and signed agreements must be received by April 20, 2013.**

**(If payment is after this date, cash only and paid in person) NO REFUNDS**

**SIGN**

**HERE:** \_\_\_\_\_ **Date** \_\_\_\_\_

Make check payable to: First Congregational UCC *\*\* with Mom2Mom Sale in the Memo line\*\**

Please send payments to First Congregational UCC, Attn: Mom2Mom Sale, 6494 Belsay Rd., Grand Blanc, MI 48439